



**COUNTY OF YORK JOB DESCRIPTION**  
Education Coordinator  
Community Services/Children's Services

Human Resources Division  
120 Alexander Hamilton Blvd.  
Yorktown, Va. 23690  
Phone: 757-890-3687  
Fax: 757-890-3699

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**GENERAL STATEMENT OF JOB**

Performs administrative and supervisory work in directing and managing the educational program of the County Head Start program. Oversees the daily activities of the education center and program teachers and instructional aides, reviewing lesson plans, maintaining applicable records of operations, and preparing applicable reports. Provides preschool educational and recreational activities for income eligible and children with disabilities as a substitute teacher, as needed. Has some responsibilities for budget development and implementation, and grant preparation. Work is performed under minimal supervision.

**ESSENTIAL JOB FUNCTIONS**

Directs and supervises teachers and instructional aides working in several different locations; provides parent training; ensures proper staffing, and adherence to adopted standards for staff-child ratios.

Ensures adherence to Head Start performance standards, Virginia standards for licensed child day care centers, and the instructional program in classrooms, implementing age-appropriate programs designed to enhance client children's development socially, intellectually, physically and emotionally.

Oversees and assumes responsibility for staff supervision of client children, ensuring proper supervision during program at education center and on program-related trips outside of the center.

Ensures proper assessments are conducted for each client child, including preparation of individual education plan and parental conferences; prepares and sends progress reports on children to parents; visits client child's home as scheduled or as otherwise appropriate.

Conducts staff meetings; screens and interviews applicants and makes recommendations for hire; conducts evaluation of staff.

Assists in preparing and monitoring quality improvement plans and training plans for the division; conducts reviews of records and program performance to assure quality throughout division programs.

Prepares and maintains records on the emotional, physical, social, and intellectual progress of the children; reports signs of abuse or neglect of children.

Represents the Head Start Program as a committee member on the Peninsula Foster Grandparent Advisory Council and Historic Triangle Substance Coalition; serves on a variety of other task forces and committees.

## EDUCATION COORDINATOR – NOVEMBER, 2008

Coordinates/and or provides transportation services and coordinates kindergarten transition activities for clients' children in cooperation with York County Public Schools.

Prepares a variety of reports to show program's progress and effectiveness.

May oversee individual classroom as substitute for absent Teacher or in training a staff person, planning and conducting appropriate activities.

### **ADDITIONAL JOB FUNCTIONS**

Assigns, oversees and participates in general management and maintenance of education center; maintains inventory of and distributes supplies.

Performs other related work as required.

### **ENTRY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of early childhood development as well as developmentally appropriate practices in program and educational planning for children.

Thorough knowledge of supervisory principles and practices.

General knowledge of personal computers, including the use of software to prepare graphs and reports related to the progress of children in the programs.

Excellent oral and written communication skills.

Ability to handle multiple tasks and prioritize work appropriately.

Ability to learn to develop a line-item budget.

### **EDUCATION AND EXPERIENCE**

Bachelor's degree in early childhood development, educational administration, or a related field, and 1 to 2 years of supervisory/administrative experience; or any equivalent combination of education and experience which provides the required knowledge, skills, and abilities.

### **SPECIAL REQUIREMENTS**

Possession of a valid commercial driver's license with the appropriate endorsements issued by the Commonwealth of Virginia. Requires an acceptable background check.

### **PHYSICAL& MENTAL STANDARDS NEEDED FOR ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machinery and equipment including common office machines such as copiers, projectors, etc. Work involves frequent walking to and from classrooms, some standing, bending and stooping to pick up materials or to get at the same level as a child. There is occasional pushing and pulling of equipment, tables, and chairs. Some lifting and carrying is involved when unpacking materials, or when restraining a child.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to employees or assistants.

**Language Ability:** Requires the ability to read a variety of reports, correspondence, invoices, forms, records, etc. Requires the ability to prepare reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak before groups of people with poise, voice control and confidence.

**Intelligence:** Requires the ability to learn and understand relatively complex principles and techniques; to make independent judgments in absence of supervisor; to acquire knowledge of topics related to primary occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability coordinate hands and eyes rapidly and accurately in using office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items such as office equipment. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and hear.

**Prepared by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approval:** \_\_\_\_\_